



**Pharmacy Programs
Administrator**

PORTAL USER GUIDE – HOME MEDICINES REVIEW RURAL LOADING ALLOWANCE

November 2020

PHARMACY PROGRAMS ADMINISTRATOR PORTAL USER GUIDE – HOME MEDICINES REVIEW (HMR) RURAL LOADING ALLOWANCE

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INTRODUCTION

This Pharmacy Programs Administrator Portal User Guide provides a step by step process for the Home Medicines Review (HMR) Rural Loading Allowance Program. It describes the following processes:

- HMR Rural Loading Allowance Program Registration
- HMR Rural Loading Allowance Claim.

For best performance, we recommend the most recent version of the **Chrome** browser is used. Whilst you can successfully submit your registration and make claims using other browsers, they may not have all the features required to provide you with the best user experience.

If you require further assistance with using the Pharmacy Programs Administrator Portal, please do not hesitate to contact the Pharmacy Programs Administrator Support Centre on 1800 951 285 or email support@ppaonline.com.au.

HMR RURAL LOADING ALLOWANCE PROGRAM REGISTRATION

This section details how to register for the HMR Rural Loading Allowance Program through the Pharmacy Programs Administrator Portal.

- 1) Open the **Home** page to display a list of your approved Service Provider(s)
- 2) To register for the HMR Rural Loading Allowance Program, click the **Register for New Program** link. Please note only the Main Authorised Person for the Service Provider can register for new programs



ALEX PHARMACIST

[View Remittance Advices](#)
[+ Register for New Program](#)
[Update Details](#)

PROGRAM NAME	STATUS	ACTION
Show 10 entries		

- 3) The Program Registration screen will display a list of all Programs a Service Provider may register for. Use the drop-down list to select **Home Medicines Review Rural Loading Allowance**



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Program Registration

Home Medicines Review
 Residential Medication Management Review
 Quality Use Of Medicines
Home Medicines Review Rural Loading Allowance

- 4) The HMR Rural Loading Allowance registration page will be displayed (part of form shown below)



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Program Registration

Home Medicines Review Rural Loading Allowance

I am an Approved HMR Service Provider

Yes
 No

- 5) Once the form has been completed, to agree to the declaration associated with the Program and complete registration click **Submit Registration**

By clicking **Submit Registration** you confirm that you are authorised to bind the pharmacy/business to abide by the terms and conditions detailed above. Providing false or misleading information is a serious offence and auditing of claims made under the Program may occur. All records should therefore be maintained in accordance with the Program Rules.

Submit Registration

- 6) The HMR Rural Loading Allowance registration will be set to pending and may take up to 24 hours to be approved. Once approved, the **'Pending'** status shown below will update to **'Granted'**. You will now be ready to claim for the HMR Rural Loading Allowance.

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[\\$ View Remittance Advices](#)
[+ Register for New Program](#)
[📄 Update Details](#)

PROGRAM NAME	STATUS	ACTION
HMR Rural Allowance	Pending	View

[First](#)
[«](#)
[1](#)
[»](#)
[Last](#)
Show entries

🔔 Total number of Programs: 1

HMR RURAL LOADING ALLOWANCE CLAIM

This section details how to submit your HMR Rural Loading Allowance claims, as described in the HMR Rural Loading Allowance Program Rules.

- 1) Once logged into the Pharmacy Programs Administrator Portal, click on the **Home** button to access a list of your Service Providers and the Programs they have been registered for (screen shot below)
- 2) Click on the **View** button to access your HMR Rural Loading Allowance options under the relevant Service Provider

KATIE'S SOLE TRADER Service Provider Status: **Granted** ▼

[\\$ View Remittance Advices](#)
[+ Register for New Program](#)
[📄 Update Details](#)

PROGRAM NAME	STATUS	ACTION
Rural Continuing Professional Education Allowance	Granted	View 📄
Home Medicines Review – Rural Loading Allowance	Granted	View 📄

- 3) Once you have clicked on **View**, the following will display. Click on the **New Record** button

Show All **New Record**

No entries found

- 4) The HMR Rural Loading Allowance Claim form will display (part of form shown below)

HOME MEDICINES REVIEW RURAL LOADING ALLOWANCE - KATIE'S SOLE TRADER

Show All **New Record**

ⓘ Katie's sole trader is currently recorded in the PPA Portal as being **Registered** for GST.
 If the above GST status is incorrect please contact the PPA Support Centre on 1800 951 285 to update before submitting this claim so we can ensure you receive the correct payment amount.

Details of HMR Services provided in trip being claimed

Number of HMR(s) conducted

- 5) A notice will display showing your GST status recorded in the Portal. Confirm whether the GST status of your business is still correct. If the GST status shown is incorrect, please contact our Support Centre on 1800 951 285 prior to submitting your claim so we can update your status. **Please note that all payments paid to GST registered Service Providers under the HMR-RLA are GST applicable.**
- 6) Complete the fields in the HMR Rural Loading Allowance Claim. If you need to return to the claim at another time, scroll down and click the **Save** button
- 7) To return to your saved claim follow Steps 1 and 2 from the HMR Rural Loading Allowance Claim section of this guide. Click on the **Continue Submission** button

Pharmacy Programs Administrator Portal User Guide – HMR Rural Loading Allowance

HOME MEDICINES REVIEW RURAL LOADING ALLOWANCE - KATIE'S SOLE TRADER

Show All [New Record](#)

ENTRIES 

ID	DATE SUBMITTED	APPROVAL STATUS	
8387	-	PreSubmission	Continue Submission 

- 8) Once you have completed all required fields and read and agreed to the Declaration, select the **Submit** button to submit your claim
- 9) A confirmation message will display, and your HMR Rural Loading Allowance Claim will be set to **'Pending'** status.

HOME MEDICINES REVIEW RURAL LOADING ALLOWANCE - KATIE'S SOLE TRADER

Show All [New Record](#)

ENTRIES 

ID	DATE SUBMITTED	APPROVAL STATUS	
8387	23/12/2019	Pending	- 

- 10) To see a list of all submitted and/or saved claims, click on the **Show All** button

HOME MEDICINES REVIEW RURAL LOADING ALLOWANCE - KATIE'S SOLE TRADER

Show All [New Record](#)

- 11) Once your documentation has been approved by the Pharmacy Programs Administrator, your claim status will change to **Granted** and payment will be made to the bank account registered for that Service Provider. If you wish to view the payment information for a particular HMR Rural Loading Allowance Claim, click the **Payment** button for the associated Claim.

HOME MEDICINES REVIEW RURAL LOADING ALLOWANCE - KATIE'S SOLE TRADER

Show All [New Record](#)

ENTRIES 

ID	DATE SUBMITTED	APPROVAL STATUS	
8387	23/12/2019	Granted	-  Payment

- 12) If you wish to view the claim information for a particular HMR Rural Loading Allowance Claim after claim submission, click the **View Claim** icon for the associated Claim.



CONTACT THE SUPPORT CENTRE: 1800 951 285 | support@ppaonline.com.au

HOME MEDICINES REVIEW RURAL LOADING ALLOWANCE - KATIE'S SOLE TRADER

Show All **New Record**

ENTRIES Search 

ID	DATE SUBMITTED	APPROVAL STATUS		
8387	23/12/2019	Granted	-	 Payment